

# NEEDHAM POLICE DEPARTMENT

## FIREARMS LICENSING

Appointments are required for New Applicants and for Renewal Applicants who were previously licensed in another jurisdiction and are therefore new to the Needham Police Department.

Ph: (781) 455-7570 ext. 223

Other renewals may be processed between the hours of 9:00 am and 3:00 pm Monday thru Friday. Please call (781) 444-1212 before you come in.

### Fee Schedule

*Cash, Check or Money Order Payable to the Town of Needham*

Type of License	Cost	Fee Exemptions
LTC (Class A or B)	\$100	Free for renewals over 70 years old
FID (Class C)	\$100	Free for renewals over 70 years old
FID (Restricted Class D) pepper spray and mace	\$25	Free for all renewals

### Renewal Requirements

- Applicable fee
- Current Firearms License, or valid photo identification
- With a current **valid** license to carry firearms or FID, a basic firearms safety certificate will not be required.
- ***For LTC renewals only-*** If you were licensed in another city or town, and therefore new to the Needham Police Department, you must submit must submit the following
  - A letter from the police department of that city or town stating that there have been no problems that might indicate that you are an unsuitable person for the renewal of license to carry.
  - Must submit a letter stating purpose for application signed by applicant
  - Written references from two parties, who are either known to, or otherwise found satisfactory by, the Needham Police Department, stating that the applicant is of sound mind and character and is believed by the reference to have demonstrated responsibility for the safe possession and use of a firearm. Each reference must be neat and legible and must contain the full name, home address, and home telephone number of the reference. Each reference must state how long he/she has known the applicant, the specific basis for his/her opinion that the applicant is of sound character and is responsible.

### **New FID Requirements**

- Applicable fee
- Valid photo identification
- Massachusetts State Police Basic Firearms Safety Certificate, or a certificate issued by the Division of Fisheries and Wildlife, evidencing satisfactory completion of a hunting safety course. **\*Not required for FID Restricted (pepper spray, mace) applications**

### **New LTC Class A or B Requirements**

- Applicable Fee
- Valid photo identification
- Must be 21 years old at time of application
- Must be a US Citizen
- Must submit a letter stating purpose for application signed by applicant
- Must submit a Massachusetts State Police Basic Firearms Safety Certificate. A certificate issued by the Division of Fisheries and Wildlife, evidencing satisfactory completion of a hunting safety course, shall serve as a valid substitute.
- Applicants who are applying for a license to carry firearms, who previously possessed a firearms identification card, must submit a basic firearms safety certificate.
- The applicant must submit written references from two parties, who are either known to, or otherwise found satisfactory by, the Needham Police Department, stating that the applicant is of sound mind and character and is believed by the reference to have demonstrated responsibility for the safe possession and use of a firearm. Each reference must be neat and legible and must contain the full name, home address, and home telephone number of the reference. Each reference must state how long he/she has known the applicant, the specific basis for his/her opinion that the applicant is of sound character and is responsible. References will be contacted to verify identity.
- The applicant must submit documentation as applicable at the time of application. Other documentation, such as the following, may be requested depending upon circumstances:
  - a. Proof of residency in the Town of Needham. (3 bills showing name and residence.
  - b. Letter from an employer indicating that possession of such a license to carry firearms is a requirement for the applicant's employment.
  - c. Massachusetts Secretary of State - Articles of Organization showing business ownership.
  - d. Proof of membership in a firearms club.
  - e. Current, valid hunting license.
  - f. Certificate of Naturalization.
  - g. Other statutorily required documents.